

NOTICE NO.
LN 20-199

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PERSONNEL
6 March 1979

OL LEAVE POLICY FOR PERIOD 20-22 FEBRUARY 1979

During the "Blizzard of '79," there was much consternation regarding the use of leave. To eliminate any doubt and correct any misinformation that may have been circulating during this period, the following guidance is provided:

Tuesday, 20 February 1979 - Government employees were excused except for essential workers.


Wednesday, 21 February 1979 - Those who arrived at their office, no matter how late, will not be charged any leave. Those who were unsuccessful in their efforts to reach their office are to be charged leave. An appeal may be made in writing to the Director of Logistics for reinstatement of this leave. Such a memo should provide full details as to the extent of effort put forth to reach your office. Those who made no effort will be charged for annual leave.


Thursday, 22 February 1979 - Due to the icy road conditions, one hour of excused absence will be authorized for this day.

Individuals who requested and had leave approved in advance for any of these three days will be charged leave since their intent not to report to work was declared in advance.

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TAT In view of the above guidance, anyone who has been
charged leave erroneously should contact their time and
attendance clerk. Amended T&A's should be submitted in
accordance with 


James H. McDonald
Director of Logistics

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